

1981

Minutes
Athens Regional Library Board
January 15, 1981

The regular quarterly meeting of the Athens Regional Library Board was held in the Athens Library at 3:30 p.m. on Thursday, January 15, 1981. Present were Mr. Johnson, Chairman, Mrs. Newland, Mrs. Cabaniss, Mrs. Neighbors, Miss Powell, Mr. Austin, Mr. Cofer, Mr. Eberhardt, Mr. Kellam, Mr. Reines, Mrs. Langford, and Miss Austin, Secretary.

Mr. Johnson welcomed the group and called for a motion to approve the minutes of the October meeting as distributed by mail. Mr. Eberhardt made the motion and it carried.

Mr. Johnson asked for reports from the county representatives. Only Madison County was represented apart from Clarke County. Mrs. Langford reported good use of the library in Danielsville, especially during the holiday period. She also spoke of the continuing good use of the station at Colbert which is manned by volunteers, one of whom is a member of the Madison County Board.

Miss Austin summarized activities from the other counties in her Director's report, calling particular attention to the special film programs for children during the Christmas season, special workshops in Oconee County and puppet shows at the Athens Library done by staff members which were taken "on the road" for the branch library users to enjoy.

She reported on her attendance at the meeting of Regional Library Directors with Mr. Forsee of the State Department of Education in December during which attention was focused on the need for written policies with regard to affirmative action and equal employment.

She reported to the Board that the six members of the staff who attended the Atlanta meeting of library automation at the Atlanta Public Library felt that they learned a great deal from it and that we have begun to think in terms of what will be needed when we automate some of the library functions. Miss Austin also reported that only three of those who were approved for travel to Birmingham for the Southeastern Library Association Conference were able to go: herself, Mrs. Ames, and Mrs. Silver. Mr. Kellam was unable to go at the last minute and missed the banquet at which past presidents were honored guests.

As a matter of information, the Director reported that the large (oldest) bookmobile had been out of service for three and one half weeks during November because of mechanical problems. A small van was leased to enable Miss Buxton to continue to serve the people on the schedule for that month, which was paid for from the state travel funds we receive because she is on one of our state salaries. The vehicle was repaired and returned to service on the first of December just in time for the new driver, Mrs. Ruth Barber, who is replacing Mrs. Kyle Howington during her leave of absence for maternity.

Miss Austin reported that the Royston building is now enclosed and as soon as the weather improves the contractor will begin having brick laid.

The Director reported to the Board that two of the members had recent deaths in their families and notes had been sent on the Board's behalf. Dr. Reines' mother died before Christmas, as did Miss Ruth Hawkins, sister of Miss Julia Hawkins.

Mr. Johnson called for old business and asked Mr. Kellam to report for the Personnel Committee on the disposition of Mrs. Howington's request for leave without pay for maternity. Mr. Kellam asked Miss Austin to review the minutes of the October meeting in which her request was presented and the recommendation accepted for a year's leave without pay subject to advice from the county attorney on the legal ramifications. The request for transfer to a full time position inside the library was denied, and a compromise was reached under which Mrs. Howington took her accumulated annual and sick leave, 19 days, during November and began a year's leave of absence without pay effective December 1, 1980.

Mr. Johnson asked Miss Austin to speak to the need for replacing one of the bookmobiles, the oldest unit we now own. She reported that the problem to which she referred in the Director's Regional report was the shearing of the spider gear and the necessity of purchasing a new one to replace it. The unit is slightly over 10 years old, and this type of gear is no longer manufactured. Other parts are becoming increasingly difficult to obtain. The vehicle is leaking badly and the replacement windshield does not fit properly. Mr. Daye, a representative of the Gerstenslager Company, who built the body on the unit, expects to be in Georgia in two or three weeks and has said he will come by Athens to examine the vehicle and make recommendations as to whether or not it seems worth spending any more large sums to repair.

A discussion followed in which the possibility of securing a van which might be customized locally was explored. The possibility of working with the Bluebird Body Company at Fort Valley was discussed briefly.

The question of whether the library has funds to replace the vehicle was brought up. Mr. Johnson and Mr. Cofer reminded the Board of the Bookmobile Replacement Fund, and Miss Austin reported this to be a passbook savings account which now contains slightly more than \$20,000. After some discussion of how soon the funds might be needed, Mr. Cofer offered the motion that the money be taken out of the passbook savings account and invested in a certificate with the highest yield available. The possibility that this might not be acceptable to the State Department of Audits was raised and Miss Austin reported that the auditor was today examining our records in the annual audit and she would ask him if this is permissible. * She asked Mr. Johnson

* Motion passed unanimously.

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January 15, 1981

to appoint a committee to work with her in reaching a decision on what is needed and he named the Building and Grounds Committee to function in this capacity.

The meeting was adjourned at 4:40 p.m.

A handwritten signature in cursive script, reading "Roxanna Austin", is written over a horizontal line.

Roxanna Austin, Secretary

Minutes
Clarke County Library Board
January 15, 1981

The regular meeting of the Clarke County Library Board was held in the Athens Library Thursday, January 15, 1981 at 4:45 p.m. immediately following the adjournment of the Regional Library Board meeting. Present were Mr. Johnson, Mr. Eberhardt, Mr. Cofer, Mr. Kellam, Mr. Austin, Mr. Reines, Mrs. Cabaniss, Mrs. Neighbors, Mrs. Newland, and Miss Powell, and Miss Austin, Secretary.

Miss Powell moved that the minutes of the October meeting be approved as distributed by mail. The motion carried.

Mr. Johnson asked Mr. Austin to report on new appointments to the Clarke County Library Board. He reported that names were submitted to the Board of Commissioners with the request that the incumbents be reappointed and that this was done. Mr. Johnson, Mrs. Newland and Mrs. Cabaniss have accepted reappointment for five year terms.

The Chairman asked for a report from Mr. Reines, Chairman of the Nominating Committee. Mr. Reines presented the slate which consisted of the previous officers: Mr. Johnson, Chairman; Mrs. Newland, Vice-Chairman; Mr. Milner, Treasurer; and Miss Austin, Secretary. The slate was elected by acclamation, with Dr. Reines taking the vote. On resuming the chair Mr. Johnson expressed appreciation and requested the members of the various committees to continue to serve in that capacity unless they wished to change.

Mr. Cofer presented the report of the Building and Grounds Committee. He has spoken with Mr. Glenn, with whom we have our grounds maintenance contract, and they have identified the need for nearly \$2,000 worth of replacement plants, and the budget does not permit these this year. We will need to request more for the coming fiscal year. He mentioned the continuing problem with people from the housing project behind the library climbing the fence and damaging it and asked Miss Austin to report on recent instances of vandalism in the parking lot. She indicated a noticeable increase in such activity in November and December, primarily in stolen wheel covers. However, there was an instance of a stolen CB radio and antenna from the vehicle belonging to the husband of a staff member and on the previous day in the early afternoon, a new car belonging to a Franklin County High School student had a window broken with a brick from those waiting to be used in repairing the fence and a purse was stolen from that car. Mr. Johnson spoke of this as a continuing problem and related it to problems at Denney Towers parking lot and during church services at the First AME Church next door. It was agreed that a higher fence will have to be provided and Miss Austin will look into this.


Mr. Johnson suggested that we might talk with Mr. Wilbur Jones, whose church underwrote the Bethel Homes project, to find out whether there is a community organization through whom we might work to improve conditions. The general agreement was that we not publicize

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January 15, 1981

these incidents; that we continue to work with the local police and any other groups to try to alleviate the problem and that we include needed funds in the budget request.

Miss Austin reported that the County maintenance crew has installed the additional handrail called for in the Transition Plan for Improved Access for the Handicapped and that other items it calls for are being worked on.

There was no further business. The meeting was adjourned at 5:15.



Roxanna Austin, Secretary

MINUTES OF CALLED MEETING
ATHENS REGIONAL LIBRARY BOARD
February 10, 1981

The Athens Regional Library Board met in a called meeting Tuesday afternoon, February 10, 1981 in Athens to consider amending the library budget to provide for replacing the engine in the 1974 bookmobile and for placing an order for a new vehicle to replace the 1970 bookmobile. Present: Mr. Johnson, Chairman; Mr. Austin, Mrs. W. H. Cabaniss, Mr. Cofer, Miss Hawkins, Mr. Kellam, Mrs. Mendenhall, Mrs. Newland, Miss Powell, and Dr. Reines from Clarke County; Mrs. Wise and Mrs. Bowen from Oglethorpe County; Mrs. Langford and Mrs. Whitehead from Madison County; Mrs. Roberta Brown from Franklin County; and Miss Austin, secretary.

Mr. Johnson briefly explained the reason for the called meeting. Major problems have arisen with both bookmobiles which need the attention of the entire Regional Board for their resolution. He called attention to the proposed agenda and asked for additions or changes. None were offered, so he asked Miss Austin to present the proposals for consideration.

Miss Austin summarized the problems with the 1970 bookmobile relating to the engine and other mechanical systems, the replacement windshield panels, and the leaks whose exact location no one has yet been able to determine. Most of these stem from the age of the vehicle and the conditions of its use during the past years. She pointed out that it is generally accepted that the useful life of a bookmobile is 10-12 years. Acting on advice from the representative of the Gerstenslager Company, who has examined the unit recently and from whom the unit was purchased in 1970, and on the advice of the mechanic who has performed most of the service on it, and the recommendation of the bookmobile staff and on her own knowledge of the maintenance costs and the variety of problems with the vehicle, the Director recommended replacing this bookmobile as soon as possible.

Miss Austin also outlined the need for replacing the engine in the 1974 bookmobile which has been out of service since January 16

because of a broken connecting rod and a damaged crankshaft. The mechanic has suggested three options: (1) Replace the damaged engine with a new heavy duty engine available locally from the Dodge agency (approximately \$2700.), (2) Rebuild the present engine (estimated cost \$1100-\$1200.), (3) Buy a factory remanufactured engine (estimated cost \$1500.). He recommends the new heavy duty engine as the most satisfactory solution to our problem.

She then called attention to the sheet showing the status of the bookmobile replacement fund which, at the direction of the Board in its January 1981 meeting, was transferred from a passbook savings account to a 6-month money market certificate maturing in July 1981, and also to the sheet outlining the proposal for bookmobile replacement and repair. (Copies attached to official minutes.) She explained the estimated cost of a new bookmobile and the proposed plan for financing it. This involves changing the plan for using the anticipated Federal funds for FY 1981 (LSCA) by dropping plans for expanding the audiovisual collection and instead using that money to add to funds from the Bookmobile Replacement Account to finance the purchase of the new bookmobile. She also proposed purchasing the new heavy duty engine for the 1974 unit from current funds and reimbursing the general fund when the certificate matures. Mr. Johnson invited discussion of the proposal. Mrs. Newland asked how funds are budgeted for replacement each year and inquired whether any thought has been given to borrowing the needed funds. Miss Austin said the funds budgeted have come primarily from the state grant for Maintenance and Operation each year and have recently amounted to \$2,000. per year. She feels the amount should be increased next year because of generally increased costs. Borrowing has not been seriously considered, but is an option which the Board might consider with proper legal advice and safeguards.

Miss Powell inquired whether we might realize anything from the sale of the old vehicle. Mr. Cofer indicated that bids were taken when a previous bookmobile was replaced and the sum of \$300. was added to the replacement fund. He doubts that any large amount can be realized through the sale of the vehicle. By common consent it was agreed that the 1970 unit will be sold similarly with any money realized going into the replacement or purchase fund.

Mr. Austin inquired whether it will be necessary to borrow

temporarily since the replacement fund will not be available without penalty before July. According to both bookmobile manufacturers with whom we talked, if the order is not placed before the middle of March (and we will probably be unable to make final decisions before then) we will probably not be able to get delivery before the end of June or the middle of July, when the money will be available.

Mr. Kellam urged the Board to approve the purchase of a vehicle from Gerstenslager because the company specializes in bookmobile design and manufacture and has fifty years of experience in the field. They are known to be reliable and to stand behind their work.

Dr. Reines inquired whether the proposed purchase will require a Dodge chassis. Miss Austin responded that she had asked for detailed specifications in order to request local bids on a chassis and had been advised by the Gerstenslager representative that the unit under consideration is one which has been standardized for installation on a Chevrolet chassis. It is one they are attempting to manufacture on a regular basis to meet the need for a medium sized unit at a moderate price. According to him, it has proved to be more economical to buy directly from them rather than invite bids from local Chevrolet dealers because the unit is a specialty item which the dealers have to purchase from Gerstenslager with attendant taxes and mark up needed to realize a profit from the sale to the library.

Mrs. Cabaniss inquired whether terms might be arranged through Gerstenslager. Discussion so far has been in terms of cash but Miss Austin offered to investigate this.

A discussion followed which touched on realistic amounts to be budgeted for vehicle replacement and how best to approach the Clarke County Commission to present the library's increased needs. Mr. Kellam asked whether there will be money on hand to pay for the new engine. Miss Austin replied that there will be, but it must be replaced for operating expenses. It was established that it is permissible to use the federal funds for purchase of a bookmobile and that we do expect to receive them late in the fiscal year, according to information from the state library agency in response to Miss Austin's question.

Miss Powell inquired whether it would be advisable to approach the Clarke County Commission to ask for a special appropriation.

The consensus was that this is not advisable because the Commissioners have already called for budget requests from the county departments and agencies for fiscal 1982 not later than March 1.

Dr. Reines offered the motion that the Board authorize the Director to go ahead with the bookmobile purchase and the engine replacement as proposed. Mr. Kellam seconded. The ensuing discussion touched on prospects for the Clarke County budget for FY 1982 and the possible effects of cuts in federal funds on county and state funding for library programs. If such funds are cut severely, possible areas of adjustment were identified as reduced hours of service at the Athens headquarters, reductions in bookmobile services, and last of all, reductions in staff. There was general agreement that despite increasing costs of motor vehicle operation, bookmobiles are still a desirable and effective way of serving people in sparsely settled areas and areas where it is difficult for people to get to a library building.

Mr. Johnson called for the vote on authorizing the purchases under the proposed plan. It was 12 in favor, none against, with two abstaining.

Proposed amendments to the budgets for each of the separate funds required by this proposal were explained and votes were taken on each budget separately. Mr. Cofer moved the approval of the amended budget proposed for the Federal funds for FY 1981 and it passed. Dr. Reines moved the approval of the amended budget proposed for the state Maintenance and Operation funds for FY 1981, and for the overall budget. Both motions passed. Mr. Kellam moved the acceptance of the amended budget as submitted for the Talking Book Center. The motion carried.

Miss Austin presented a recommendation for approval of Mrs. Laura Ludwig's attendance at a special workshop on Cataloging Rules to be held in Atlanta March 18-20. Dr. Reines moved that the Board approve her attendance. The motion carried.

There being no further business, the meeting was adjourned at 4:45. p.m.



Roxanna Austin, Secretary

Minutes
Athens Regional Library Board
April 16, 1981

The regular quarterly meeting of the Athens Regional Library Board was held on Thursday afternoon, April 16, 1981 at 3:30 p.m. at the Athens library. Present were: Mr. Johnson, Chairman, Mrs. W.H. Cabaniss, Mr. Cofer, Miss Hawkins, Mrs. Neighbors, Mrs. Newland, Miss Powell, Dr. Reines, Mrs. Stewart D. Brown, Jr., Mrs. Langford, Mrs. Whitehead, and Miss Austin, secretary.

Mr. Johnson called the meeting to order and welcomed members. Miss Powell moved that the minutes of the January meeting be approved as distributed by mail. Dr. Reines seconded; the motion carried. Miss Powell then moved that the minutes of the February called meeting be approved as distributed. Several members seconded and the motion carried.

The Chairman called for county reports. Mrs. Langford reported that circulation figures for Madison County show a steady growth from all agencies.

Mrs. Roberta Brown reported that the Royston Library Building is ahead of schedule and that plans are under way for each library to present Vacation Reading plans to the school children to urge them to enroll.

No representatives were present from Oglethorpe and Oconee counties so the Director reported for them. The Oglethorpe County Library has a new desk and chair for the librarian that were provided by funds from the family of the late Dr. Durham. The Oconee County Libraries continue to be very active, with the City of Bogart undertaking some repairs on that building.

For Clarke County, Miss Austin summarized activities since January, highlighting the planting of two trees in February. One of these is in honor of former Board member Mrs. Marjorie Wilkins Daughtry, given by her son and daughter-in-law, Mr. and Mrs. John J. Wilkins III, and the other is in memory of Dean William Tate, given by Mr. and Mrs. Homer Cooper. The latter is not doing well and may have to be replaced. She also reported that the Athens-Clarke Heritage Foundation held a workshop on sources of genealogical information in the county and brought the group to the Library for one session. She announced that friends of the late Rabbi Morton M. Deutsch contributed a check for \$260 to purchase a set of reference books in his memory which have arrived. These and the books from the Rabbi's personal library that Mrs. Deutsch invited the library to select for the collection will strengthen the main library's collection in religion and history. She reviewed the groups that had held meetings in the auditorium to show the wide variety of people using it.

For the region, the Director reported both bookmobiles back in service since March. She, Miss Buxton, and the driver, Mrs. Barber, have been to Gaffney, South Carolina to inspect their recently delivered standard Gerstenslager Bookmobile that is like the one we are interested in purchasing and all three were very favorably impressed.

Plans for the Vacation Reading Club are complete. The theme will be from the Phantom Tollbooth, written by Norton Juster. A workshop for the branch librarians was held in Athens on April 3 to complete these plans.

The Talking Book Center is getting excellent volunteer help with the Athens Area Kiwanis Club giving over 80 hours of service in March. As a result of a talk made by Janet Silver, TBC librarian, the Kiwanis Club became interested in providing a Telephone Device for the Deaf to enable those people who have them to communicate with the library by telephone. The device, a Vu-Phone, was delivered this week. Plans are under way to train the local staff in using it and to have it ready for general use in May.

Miss Austin reported that she met with the Executive Committee to review and approve the tentative budget and budget request from Clarke County in late February. She will meet with the other boards in April and May on their budget requests. The proposed budget used the same figures for the state grants that were in the FY 1981 budget since no state appropriation bill had been passed at that time. Correct figures will be in the revised budget to be approved in July. She told the Board that the State will be using projected population figures developed by the State Office of Planning and Budget as the base for distributing per capita grant funds as they did in FY 81. The Regional total will be down in FY 82 from 137,000 to 131,334.

There was no old business to be attended to.

Mr. Johnson asked Miss Austin to present a proposed amendment to the budget for the Federal Funds for FY 1980 that were carried over into this fiscal year. She did so and Mr. Cofer moved that the amended budget be approved. Several members seconded and the motion passed.

The Chairman next asked Miss Austin to tell the Board of the problems that have developed which delayed placement of the order for the bookmobile as authorized at the called meeting in February. She reported that before the amended budgets could be mailed word was received from the State Department of Education Division of Public Library Service that only 70% of the Federal Funds authorized for FY 81 would be released. This cut would not leave enough to carry out the proposed plan for purchasing the bookmobile as approved at the called meeting. When the Executive Committee met with her to review the Clarke County budget request (which required that a tentative budget for the system accompany it), the Committee members recommended that the budget request to the County include the balance needed with the replacement fund to purchase the bookmobile. The Clarke County budget request included that amount as a one-time appropriation for that specific purpose.

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Clarke County Library Board
April 16, 1981

Mr. Johnson called the Clarke County Library Board to order immediately following the adjournment of the meeting of the Regional Library Board. Present were Mr. Johnson, Mrs. Cabaniss, Mr. Cofer, Miss Hawkins, Mrs. Neighbors, Mrs. Newland, Miss Powell, Dr. Reines, and Miss Austin, secretary.

Miss Powell made the motion that the minutes of the January meeting be approved. Mrs. Neighbors seconded and the motion passed.

Miss Austin reported on information she has secured concerning improved security on the library parking lot. She has spoken with representatives of two fence companies who have made recommendations and are preparing estimates for more fencing. In addition Mr. Snipes, of the City-County Traffic engineering department, has made recommendations for additional lights on the public parking lot, and some suggestions have been made for illuminating the fragrance garden as a further safety measure.

In the discussion that followed there were other suggestions for security lights. The consensus was that white light is preferred over the yellow sodium vapor lights, and that improved and/or additional lighting may be more effective in preventing vandalism than higher fences or more fencing. By common consent Miss Austin was asked to continue to gather information for the committee to consider in its efforts to solve the problem. There has been one other instance of vandalism while the Director was at home because of illness. The police responded and are cooperating with us in efforts to apprehend any others who attempt vandalism.

Miss Austin reported that she had spoken with Mr. Wilbur Jones to enlist his help in building better rapport with Bethel Homes residents. He offered to get out a letter advising the tenants not to climb over the fence and also said he would present the problem at a tenants organization meeting.

Mr. Johnson asked Miss Austin to bring the Board up-to-date on the matter of access for the physically handicapped. She read a copy of a letter from the legal assistant to Dr. Charles McDaniel, State School Superintendent, to the Atlanta District Office of Civil Rights which indicated that a complaint has been filed with the Civil Rights office alleging that the Library building is not yet in compliance with the requirements of Section 504 of the Vocational Rehabilitation Act dealing with physical access for the handicapped. She stated that apparently there was a question as to whether the complaint should have been directed to the State or to the Athens Regional Library, and Mr. Basham, with Dr. McDaniels' approval was directing it to this Board. She had telephoned Mr. Basham and was advised to do nothing until the complaint was received. As of this date there has been no word from the office of Civil Rights but

something is expected any day.

Miss Austin stated that since she was ill and could not go, she had sent Mrs. Silver of the Talking Book Center and a member of our Section 504 Committee with Prudence Taylor to a special meeting in Macon on March 24 which Mr. Forsee of the Division of Public Library Service had planned at the request of representatives of the Federal Department of Education's Division of Library Programs. Both of them reported that the feeling expressed in this meeting was that we are in better position to defend ourselves against such charges than most other public libraries because we do have a committee and have developed a plan for improving access for the handicapped. It was the consensus that there is little to be done until we know what allegations have been made. Miss Austin will keep the committee informed.

Mr. Johnson asked Miss Austin to summarize the Clarke County budget request. She did so, indicating that increases were requested for building operation, especially utilities, for garden and ground maintenance, and for cost of living increases in salaries. The request also included funds for an additional professional salary to pick up one salary presently paid from Federal funds. The request for funds to complete the purchase of a bookmobile is a one-time request. Mr. Johnson and Miss Austin will appear before the Clarke County Board of Commissioners on April 21 to answer questions and justify the request.

Some discussion of services of the Maintenance Department of the County followed.

There was no further business. The meeting was adjourned at 5:40 p.m.



Roxanna Austin, Secretary

ATHENS REGIONAL LIBRARY
120 W. BOURGHEYS STREET
ATHENS, GEORGIA 30601

Arabella B. Murray has served with distinction as a member of the staff of the Athens Regional Library for nineteen years, first as head of the Dunbar Branch Library, then upon its merger with the main library when the new building was completed, as a valuable assistant in the main library.

She is committed to a philosophy of service to others and to the belief that books and libraries can improve the quality of life for all people. Believing this, she set out to learn more about each part of her work in order to serve people more effectively and to bring more people to read and to use the library. Always dependable, always there except in real emergencies, a person of unquestioned integrity, she made a unique place for herself in the library.

Her gracious and dignified manner, her tact and sincere concern for others, her unfailing cheerfulness and kindness have earned her the respect and genuine affection of countless library patrons as well as her fellow staff members. The high standards of conduct, speech and personal appearance she lives by have set a worthy example for others to follow.

Now as she is retiring from the library, the members of the Athens Regional Library Board express their deep appreciation for her faithful and loyal service, and wish her health and happiness in her future endeavors.

Athens Regional Library Board
Farris T. Johnson, Chairman

May 28, 1981

The Personnel Committee of the Athens Regional Library Board met Wednesday afternoon July 8 at 3:30 p.m. in the office of the Library Director with all members present and the Board Chairman, Mr. Johnson.

Miss Austin distributed copies of the proposed changes in two policy statements in the Personnel Handbook which she had prepared at the request of Mr. Kellam and Mr. Johnson. After these were read, Miss Powell moved that they be recommended for adoption by the Board at its July 16 meeting. Miss Hawkins seconded and after discussion, the motion passed.

Copies of the recommended salaries for FY 1982 were distributed for review by the committee. Miss Powell moved that they be approved as recommended. Miss Hawkins seconded. The motion passed.

Mr. Johnson raised the question of the need for revision of the Personnel Handbook for clarification of some points and possible changes. It was agreed that this should be done and that there should be some staff representation on the committee. Mr. Johnson will appoint the committee.

The Committee adjourned at 3:40 p.m.

A handwritten signature in cursive script, reading "Roxanna Austin", written over a horizontal line.

Roxanna Austin, Secretary

Minutes
Athens Regional Library Board
July 16, 1981

The Athens Regional Library Board held its regular quarterly meeting at the Athens Library at 3:30 p.m. on July 16, 1981 with the following present: Mr. Johnson, Chairman, Mrs. Grayson, Oconee County; Mrs. Langford, Madison County; Mr. Austin, Miss Hawkins, Mr. Kellam, Mrs. Neighbors, Miss Powell, and Dr. Reines, Clarke County, with Roxanna Austin, secretary.

After refreshments Mr. Johnson called the meeting to order and welcomed Mrs. Grayson, Chairman of Oconee County Board, who was attending her first regional board meeting. It was determined that a quorum was present and the Chairman asked for a motion to approve the minutes of the April meeting as distributed by mail. Mr. Kellam made the motion, which passed.

County reports were asked for by the Chairman. Mrs. Langford reported for Madison County that things are going smoothly and they hope to be able to secure some additional space in Danielsville. Mrs. Grayson reported that the Oconee County Libraries have already registered more than 500 for the Summer Reading Program and the programs of both Bogart and Watkinsville are very active.

There were no reports from Franklin and Oglethorpe Counties as their representatives were unable to be present.

Miss Austin reported for Clarke County calling attention to the busy and active children's reading program for the summer. She also reported excellent attendance at the children's film programs each Friday and the monthly family film program. She reported continued active use of the meeting room by community groups.

The Athens Library has received a gift of a Telephone Device for the Deaf (TDD), a Vu-Phone which operates from the telephone and has a keyboard and a small screen to display the incoming message and the responses. This was purchased for the library by the Athens Area Kiwanis Club as a part of their emphasis on the handicapped for the year at a cost of \$750.00. A training session for the staff was held in May using the machine in the office of the Vocational Rehabilitation Service. It is expected that it will be used infrequently at first, then more often as individuals secure devices of their own or as additional agencies secure them for use in other than emergency situations.

Personnel matters of interest to the entire region included the surprise covered dish luncheon given by the staff for Mrs. Arabella Murray upon her retirement. Mr. Johnson represented the Board and read the resolution of appreciation authorized by the Board at its April meeting. Within the month Mrs. Murray had emergency surgery but is now recuperating at home and is doing well. Mrs. Grace Collier has succeeded Mrs. Billie Hines as library clerk at Winterville, and as announced in the newsletter for June (written in July), Mrs. Ames is the mother of a baby girl, Jennifer, born July 12.

The Regional report called attention to the fact that the order for the new bookmobile was placed in June just after the Clarke County Commission approved its budget, which included the funds needed to complete the amount required for its purchase. Delivery is expected at the end of September.

The Royston building has been completed and most of the furnishings and equipment received. The move into the new building began July 7 under the direction of Mrs. Kemppinen, Franklin County consultant. The library will re-open July 21, and members are urged to stop by to visit. A formal dedication and open house will be announced later.

Miss Austin congratulated the local board for their efforts on behalf of library funding, especially the Boards in Clarke, Oconee and Franklin counties where substantial increases were secured for fiscal 1982.

There was no old business.

Under new business, Mr. Johnson asked the Director to present the proposed budget for FY 1982. She pointed out that this is substantially the budget approved by the Executive Committee for submission to the Clarke County Commission with the budget request in February. It is adjusted to reflect the FY 1982 state figures that were not available then and to reflect the changes made in the Clarke County appropriations. These included the omission of local funds requested for the bookmobile replacement fund and deletion of local funds requested for building and grounds maintenance of the Athens headquarters building. These last items are to be assumed by the enlarged and strengthened County Maintenance Department, which it is anticipated will work out details of the maintenance contracts in the next month or two. The proposed budget includes additional funds from Oconee County agencies to enable the Oconee County Library to give service 40 hours per week and from Franklin County. It was pointed out that Madison County contributes a sizable amount of gasoline for the bookmobiles that is not reflected in the budget but represents a substantial contribution to the operation.

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July 16, 1981

After discussion of the budgets for the maintenance and operation fund and the Talking Book Center Mr. Austin moved that the budgets be approved. The motion passed.

The Personnel Committee presented the following recommendations:

1. Holiday observances.

Insert the following sentences between the listing of the holidays and the statement beginning "Terminating employees...."

Except for the Christmas holidays, when an official holiday falls on Saturday, the Library will be closed on Friday and Saturday. When the holiday falls on Sunday, the Library will be closed on Sunday and Monday. When any of the Christmas holidays fall on the weekend the Library will normally be closed only the three days, December 24, 25, and 26. Appropriate compensatory time will be provided administratively for regularly employed staff.

2. Sick Leave With Pay.

Insert the following sentence at the end of the first paragraph:

Employees are not compensated for accrued sick leave upon terminating. Employees may not claim sick leave while they are on terminal leave with pay.

As chairman of the Committee Mr. Kellam moved that the recommendations be approved. The motions passed.

The meeting was adjourned at 5:00 p.m.



Roxanna Austin, Secretary

Minutes
Clarke County Library Board
July 16, 1981

Mr. Johnson, Chairman, called the meeting to order immediately following the adjournment of the Regional Board meeting at 5:00 p.m.

The minutes of the April meeting were approved as distributed by mail upon motion of Mrs. Neighbors.

In the absence of a quorum no business was transacted. The following items were presented as information.

Mr. Arsenault, new director of maintenance for Clarke County, has visited the library and there have been preliminary discussions of how the building and grounds maintenance functions will be assumed. Final plans have not been developed. A second compressor in the air conditioning system was replaced by the County in June.

Miss Austin reported that she and Mr. Johnson met with a two member investigation team from the Office of Civil Rights in May in a fact finding session resulting from the official complaint lodged by Dr. Frances Scott concerning what she deems inadequate access to the building for handicapped persons. To date no report has been received from that office.

Mr. Johnson asked the Personnel Committee to work with the Director and one or two representatives from the library staff to review the personnel handbook and make recommendations for needed changes, updates, etc.

The chairman announced the resignation from the Board of Mr. Henry Rosenthal, Jr. A copy of his letter to the Board will be sent to the Chairman of the County Commissioners with a note that the Committee which makes recommendations for appointments will submit a list of suggestions for the appointment to fill his unexpired term.

The meeting was adjourned at 5:30 p.m.



Roxanna Austin, Secretary

Minutes
Athens Regional Library Board
October 15, 1981

The Athens Regional Library Board met Thursday afternoon, October 15, 1981, at 3:30 p.m. at the library auditorium in Athens. Present were Mr. Johnson, Chairman, Mr. Austin, Mrs. Dupree, Mr. Eberhardt, Miss Hawkins, Mr. Kellam, Mrs. Neighbors, Mrs. Newland, and Dr. Reines, from Clarke County; Mrs. Callaway and Mrs. Ridgeway from Oglethorpe County, Mrs. Langford and Mrs. Whitehead from Madison County, Mrs. Wansley from Franklin County and Roxanna Austin, Secretary.

After refreshments with the library staff Mr. Johnson called the meeting to order and welcomed two new members, Mrs. Joan Wansley, Chairman, Franklin County Library Board and Mrs. LaGrange Dupree, who has just been appointed to the Clarke County Board to succeed Mr. Henry Rosenthal, Jr., who resigned.

Upon the motion of Mr. Eberhardt the minutes of the July meeting were approved as distributed by mail.

Mr. Johnson called for reports from the county representatives. Mrs. Wansley announced that the claim for damages to the building in Lavonia has been settled and it is expected that repairs to that building will be underway soon. She also announced that all of the furniture is in place at the new Royston building and invited members of the Board to come by to see it, and to attend the dedication and open house scheduled for Sunday, November 1 at 2:00 p.m.

Mrs. Langford reported continued good use of the Madison County Library at Danielsville and the deposit at Colbert. She says that there is still hope that more space in the present building may become available for the library's use within the year. A recently vacated small office has been turned over to the library.

Mrs. Callaway reported for Oglethorpe County that their Board is still exploring possible locations for the library in Lexington because of continuing problems with the building they are presently renting.

Mr. Johnson asked Miss Austin to report for Mrs. Grayson, Chairman of the Oconee County Library Board, who was unable to attend because of illness in her family. Mrs. Grayson had asked to have two items reported: The Board made \$175.00 at the Oconee Fall Festival from the sale of used books given them for that purpose; and the approved County Budget included the funds requested to make the librarian a full time employee (40 hours per week) and to employ a clerk/assistant half-time.

The Director then summarized recent developments in Clarke County, emphasizing a new series of Story Times for Toddlers, and the receipt of the first of the books designated for the library under

the terms of the will of the late Dean William Tate of the University of Georgia. Approximately 400 volumes will be added to the Regional Library Collection, and Mrs. Tate has indicated that the First United Methodist Church should be offered its choice of the material on Methodism which is less appropriate for the public library. The Director congratulated Franklin and Oconee Counties on the increased support they received for fiscal 1982, and characterized some of the problems in other counties as part of the growing pains accompanying their development.

Miss Austin announced that the new bookmobile has arrived and placed in service this week. On behalf of the bookmobile staff and the Library she invited the Board members to visit it at the conclusion of the meeting.

As information, The Director reported on two recent meetings of Library System directors called by Mr. Forsee, Director of the Division of Public Library Services of the State Department of Education. A meeting in August was called for the purpose of informing the Directors of changes in the plan for distributing Federal funds under Title I of the Library Services and Construction Act, should such funds be available for FY 1982. He reviewed recommendations from the Advisory Committee which include a new provision that certain funds be retained for use for competitive grants selected by the Division. The remaining funds would be granted to the local systems on the present per capita basis.

At the second meeting in September, Prudence Taylor, Children's Librarian, represented the library as the Director had already planned to be away on vacation when the date was set. Proposed changes in regulations governing qualifying for state aid were discussed. The major change is a proposed increase in the minimum tax funds a single-county system must provide to be eligible for state aid. If adopted, this will not affect the Athens Regional Library. Another item discussed at that meeting was the budget the Board of Education approved to be submitted by Superintendent McDaniel to the Governor to be included in his budget request to the legislature. It includes no funds for library vehicle replacement, which has been a point of concern for librarians for several years. It does include a small increase in materials funds and maintenance and operational funds for public libraries.

Another item presented for information and consideration by the Directors was a possible response to the Obscenity Law passed during the 1981 session of the General Assembly. It has been challenged in the Fulton County Courts and there is presently an injunction against its enforcement. Miss Austin summarized the provisions of the law and read portions of it. Libraries are not mentioned specifically. The law was intended to apply to the sale of materials to minors, but its language is so broad that many librarians and Board members feel that there could be serious implications for them and the libraries if it were enforced. There was general agreement among the Directors that the state newspapers should be blanketed with information about

its possible effects on libraries. Some of the members of the Athens Board inquired whether there have been efforts to censor materials in the Regional Library recently, and the Director responded that there have not.

Miss Austin read a letter from Bobby Thomas, President of the Georgia Library Trustee Association, urging Board members to attend the biennial conference of the Georgia Library Association in Atlanta October 29-November 1, and urged anyone who could go to attend.

Before going into new business, Mrs. Pope announced that a rest room has been added to the Winterville library and the new librarian is making good progress in working on overdue books and reaching readers.

Mr. Johnson announced the resignation of Mrs. Kyle Howington, bookmobile driver-clerk presently on maternity leave until November 30, 1981. Mr. Kellam reported that the Personnel Committee recommends approval of the appointment of the temporary driver, Mrs. Ruth Barber, as permanent driver-clerk. Dr. Reines moved that the recommendation be accepted, seconded by Mr. Eberhardt. The motion passed.

Mr. Johnson asked Miss Austin to give some background for a proposed change in policy concerning overdue charges. She said there is no difference now in the amount charged for late return of books, equipment, and audiovisual materials. A relatively few people have begun to abuse the privilege of borrowing audiovisual equipment from the Athens library by not returning it at the time agreed upon. This has caused some embarrassment to the library and inconvenience to others who had scheduled the use of the equipment or the films. In consultation with the staff and the Chairman a proposed schedule of overdue charges which levies a greater charge for late return of these items has been developed. She requested approval of the following charges: for late return of audiovisual equipment and materials for the 16mm motion picture projector or screen, \$1.00 per hour; for the filmstrip projector, \$1.00 per day. For 16mm films, \$1.00 per day; for filmstrips and related materials, 25¢ per day; for take up reels, 5¢ per day. Mr. Austin suggested for clarification that the policy state the charges would cover only those hours and days the library is open. Mrs. Neighbors moved that the recommended policy with the clarification be approved. Mr. Austin seconded, and the motion passed.

Mr. Johnson brought up the item of the disposal of the surplus bookmobile. He had recommended that the Director check with the County Administrator to determine whether they feel they have an interest in disposing of it since the Commissioners appropriated the amount needed to complete purchase of the new unit. He sees the possible amount to be realized from its sale as small and felt that we might realize good will by turning the vehicle over to the County for disposal. There was some discussion of the right of the Library Board to own property, which is included in the state law on public libraries. Mr. Johnson has some feeling that perhaps the title should remain with the County to establish that it is their responsibility to provide a vehicle. The consensus of the Board was that the Director

will check with the County Administrator and be guided by his advice and that of the Executive Committee in deciding this matter. There was discussion of the procedure for securing the government permanent license plate, which the County has just declined to do since they do not hold title to the vehicle.

Mrs. Whitehead announced that the Georgia Federation of Women's Clubs is undertaking a project to urge the legislature to support the Department of Education's budget request for public libraries for fiscal 1983. She does not feel that representatives from our area need pressure to do this, but urged each one to keep this in mind when discussing things with local legislators. More information will be available in January. Mr. Kellam agreed, observing that the time for pressure is when the Superintendent is preparing his budget to go to the Governor before the legislature meets.

There being no further business the meeting was adjourned at 4:30 p.m.



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Minutes
Clarke County Library Board
October 15, 1981

Mr. Johnson , Chairman, called the meeting to order immediately following the adjournment of the Regional Board meeting on Thursday, October 15, 1981. He repeated his welcome to Mrs. LaGrange Dupree who replaced Mr. Henry Rosenthal, Jr. on the Board.

The chairman asked for approval of the minutes of the April and July meetings. Dr. Reines moved they be approved as distributed by mail. The motion passed.

Mr. Kellam reported that work has begun on revision of the personnel handbook and the committee hopes to have something ready for presentation at the January meeting.

Mr. Johnson appointed Dr. Reines to serve as chairman of the nominating committee with Mr. Kellam and Mrs. Pope. He asked Mrs. Newland to serve as chairman of the committee to suggest names to recommend to the County Commissioners for appointments to fill vacancies on the Library Board. Mrs. Dupree and Mr. Austin were asked to serve with her. He reported receipt of a letter from Mrs. Cabaniss tendering her resignation from the Board because other duties are preventing her participating as she would like to do. Those whose terms are expiring are Mr. Cofer, Miss Hawkins, and Mrs. Neighbors.

Miss Austin spoke of the need for an official policy for dealing with surplus items. She asked that a portion of an old damaged card catalog cabinet with no drawers be declared surplus and that she be permitted to let staff members bid on it, since one or two had expressed a desire to buy and make something out of it. Mr. Johnson asked for a motion to permit the Director to dispose of the catalog cabinet. Dr. Reines offered the motion, which passed. He asked the Building and Grounds Committee to work with Miss Austin to develop a policy to recommend to the Board for guidance in dealing with these matters.

As there was no further business, the meeting was adjourned at 5:00 p.m.



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